



EcoPurchasing means
considering attributes
such as



recycled content
toxicity
reusability
durability
repairability



before you buy
a product.

1998 Buy-Recycled Series Paper Products

Ten years ago, hardly any recycled-content printing and writing paper existed. Now, it's readily available, along with recycled-content newsprint, paper towels, and corrugated packaging—and at higher quality and more competitive prices than ever before. That's in part due to government initiatives since 1988, when the U.S. Environmental Protection Agency (EPA) issued the Procurement Guideline for Paper and Paper Products Containing Recovered Materials. The 1988 paper guideline's buy-recycled requirements are now part of EPA's Comprehensive Procurement Guideline (CPG).



To make it easier to buy recycled, EPA updates the CPG each year. Through the CPG, EPA designates items that must contain recycled content when purchased by federal, state, and local agencies or by government contractors using appropriated federal funds. Among these items, EPA has designated many paper products. EPA's research shows that the items designated in the CPG are of high quality, widely available, and cost competitive with virgin products. EPA also issues a non-regulatory companion piece—the Recovered Materials Advisory Notice (RMAN)—that recommends levels of recycled content for these items. In May 1995, EPA published the Paper Products RMAN and in 1998, EPA updated the recommendations for paper products in the Paper Products RMAN II.

Although federal agencies have made great strides in buying recycled-content paper, more can be done. After all, paper is still the most predominant material in our trash. So the next time you stock up on paper for your printer, copy machine, cafeteria, or restrooms, buy recycled. By doing this, you're helping create a demand for the used office paper, old newspapers, and boxes we recycle every day.





What Is The CPG?

**The CPG
requires
federal
agencies to
give preference
to items made
from recovered
materials.**

Recycling is more than just dropping off your cans, bottles, and newspapers at the curb or at the local collection facility. Diverting recyclables from the waste stream is only the first step in the recycling process. The second step occurs when companies use these recyclables to manufacture new products. The third step comes when you purchase products made from recovered materials. That's how we close the loop.

To encourage the purchase of recycled products, the Resource Conservation and Recovery Act (RCRA) requires agencies to buy recycled products. In addition, President Clinton signed Executive Order 12873 in October 1993, which called for an increase in the federal government's use of recycled-content products. Developed in response to these directives, the CPG requires federal agencies to give preference to EPA-designated items made with recovered materials. This, in turn, supports recycling markets and allows recycling to continue to expand.

Issued in May 1995, the first CPG designated 19 new products and incorporated 5 previously designated items (including paper and paper products) in 7 product categories. Procuring agencies are required to purchase these items with recycled content. (A procuring agency is any federal, state, or local agency, or government contractor, that uses appropriated federal funds to purchase products.) A CPG update (CPG II) was published in November 1997, but

designated no new paper products. This fact sheet updates the information provided in the 1996 Buy Recycled Series.

If your agency spends more than \$10,000 per year on a product designated in the CPG, you are required to purchase it with the highest recycled-content level practicable. The CPG also applies to lease contracts covering designated items.

By June 22, 1989, your agency was required to develop an affirmative procurement program (or modify its existing program) to incorporate buy-recycled requirements for paper and paper products. It is not too late to develop your affirmative procurement program if you have not already done so. This effort might involve reviewing your specifications for these products and eliminating provisions that pose barriers to procuring them with recycled content (such as aesthetic requirements unrelated to product performance).

The CPG acknowledges, however, that specific circumstances might arise that preclude the purchase of products made with recovered materials. You may purchase designated items that do not contain recovered materials if you determine that: (1) the price of a given designated item made with recovered materials is unreasonably high, (2) there is inadequate competition (not enough sources of supply), (3) unusual and unreasonable delays would result from obtaining the item, or (4) it does not meet your agency's reasonable performance specifications.



How Do I Purchase Recycled-Content Paper Products?

Key Terms

Before buying recycled-content paper products meeting EPA's recommendations, you'll need to understand some important terms.

Postconsumer fiber:

- Is the paper recovered in our homes and offices.
- Does not include newsstand returns and printers' overruns.

Recovered fiber:

- Includes scrap generated at mills after the end of the papermaking process; converting and printing scrap; newsstand returns and printers' overruns; obsolete inventory of mills, printers, and others; damaged stock; and postconsumer fiber.
- Is not waste. EPA has replaced the term waste paper used in the 1988 guidelines with recovered fiber, to acknowledge that this material is a valuable resource.
- Must be repulped. Paper cannot simply be re-cut or repackaged to count as recovered-content paper.
- Does not include forest residues such as sawdust and wood chips from forestry operations.

Mill broke:

- Is scrap generated in a mill prior to the completion of the papermaking process.
- EPA recommends that you allow mills to count the recycled-content portion of mill broke. You should not count the nonrecycled-content portion, however.

Recycled-Content Recommendations

The Paper Products RMAN recommends recycled-content levels that you can look for when purchasing paper products, as shown in the chart on pages 4 and 5. Use EPA's RMAN recommendations as a starting point. The recommendations are based on market research to identify recycled-content products that are commercially available.

Rather than just one level of recycled content, the RMAN recommends ranges for many paper products that reflect what is currently available in the United States. Because the recycled content of paper products varies, you should contact local paper mills or merchants to determine product availability. Try to purchase paper containing the highest content that is available to you.

When buying paper other than printing and writing paper, specify that you want paper "containing X percent recovered fiber, including Y percent postconsumer fiber." (For most printing and writing papers, you can simply say you're looking for 30 percent postconsumer content.)

In addition, make sure that you measure recovered and postconsumer fiber content as a percentage of the weight of all **fiber** in the paper, not as a percentage of the total weight of the sheet. (The total weight also includes the weight of dyes, fillers, and water used in the manufacturing process.)

**The RMAN
recommends
recycled-content
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when purchasing
paper products.**

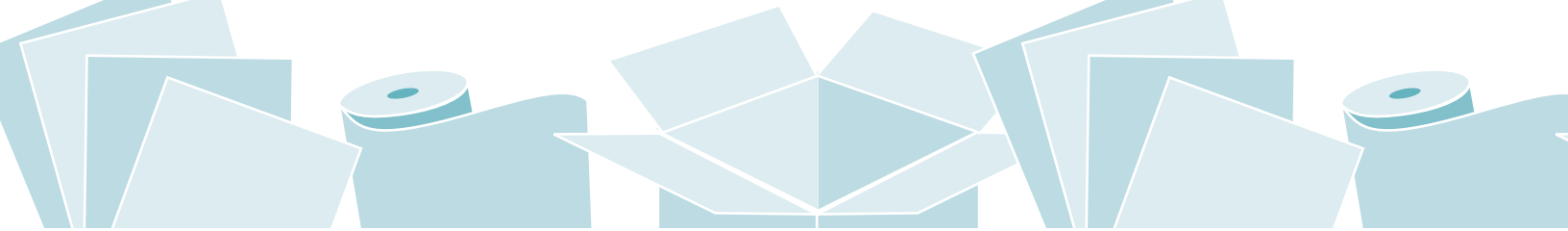


RMAN Levels for Paper Products

Item	Notes	Recovered Content (%)	Post-consumer Content (%)
Printing and Writing Papers			
Reprographic	Business papers such as bond, electrostatic, copy, mimeo, duplicator, and reproduction	30	30
Offset	Used for book publishing, commercial printing, direct mail, technical documents, and manuals	30	30
Tablet	Office paper such as note pads and notebooks	30	30
Forms bond	Bond type papers used for business forms such as continuous, cash register, sales book, unit sets, and computer printout, excluding carbonless	30	30
Envelope	Wove	30	30
	Kraft, white and colored (including manila)	10-20	10-20
	Kraft, unbleached	10	10
	Excludes custom envelopes		
Cotton fiber	High-quality papers used for stationery, invitations, currency, ledgers, maps, and other specialty items	30	30
Text and cover	Premium papers used for cover stock, books, and stationery and matching envelopes	30	30
Supercalendered	Groundwood paper used for advertising and mail order inserts, catalogs, and some magazines	10	10
Machine finished groundwood	Groundwood paper used in magazines and catalogs	10	10
Papeteries	Used for invitations and greeting cards	30	30
Check safety	Used in the manufacture of commercial and government checks	10	10
Coated	Used for annual reports, posters, brochures, and magazines. Have gloss, dull, or matte finishes	10	10
Carbonless	Used for multiple impact copy forms	30	30
File folders	Manila or colored	30	30
Dyed filing products	Used for multicolored hanging folders and wallet files	20-50	20
Index and card stock	Used for index cards and postcards	50	20
Pressboard	High-strength paperboard used in binders and report covers	50	20
Tags and tickets	Used for toll and lottery tickets, licenses, and identification and tabulating cards	20-50	20



Item	Notes	Recovered Content (%)	Post-consumer Content (%)
Newsprint			
Newsprint	Groundwood paper used in newspapers	20-100	20-85
Commercial Sanitary Tissue Products			
Bathroom tissue	Used in rolls or sheets	20-100	20-60
Paper towels	Used in rolls or sheets	40-100	40-60
Paper napkins	Used in food service applications	30-100	30-60
Facial tissue	Used for personal care	10-100	10-15
General-purpose industrial wipers	Used in cleaning and wiping applications	40-100	40
Paperboard and Packaging Products			
Corrugated containers	Used for packaging and shipping a variety of goods		
(<300 psi)		25-50	25-50
(300 psi)		25-30	25-30
Solid fiber boxes	Used for specialized packaging needs such as dynamite packaging and army ration boxes	40	40
Folding cartons	Used to package a wide variety of foods, household products, cosmetics, pharmaceuticals, detergent, and hardware	100	40-80
Industrial paperboard	Used to create tubes, cores, cans, and drums	100	45-100
Miscellaneous	Includes “chipboard” pad backings, book covers, covered binders, mailing tubes, game boards, and puzzles	90-100	75-100
Padded mailers	Made from kraft paper that is usually brown but can be bleached white	5-15	5-15
Carrierboard	A type of folding carton designed for multi-pack beverage cartons	10-100	10-15
Brown papers	Used for bags and wrapping paper	5-40	5-20
Miscellaneous Paper Products			
Tray liners	Used to line food service trays. Often contain printed information	100	50-75



How Do I Purchase Recycled-Content Paper Products? (Continued)

Remember to specify recycled-content papers in printing and janitorial contracts.

Buying Tips

To make it even easier to buy recycled-content paper products, EPA offers the following purchasing tips for the various paper product categories outlined in the RMAN.

Printing and writing papers comprise one of the largest categories of paper and paper products. Examples include stationery, computer printout paper, note pads, copier paper, and offset paper. Printing and writing papers can be either uncoated or coated.

When buying printing and writing paper, remember to:

- Work with your printer. Different papers exhibit differences in performance and printability. Some printers may first want to test certain papers with a particular ink. Printers can also help you select papers based on how they will be used (i.e., whether they will be folded, die-cut, or made into self-mailers).
- Work with your graphic designer. Some papers are better than others for certain design needs. Make sure both the designer and printer agree that the paper you choose will meet your expectations.
- Consider the environmental ramifications of your purchasing decisions. Papers with certain characteristics such as deep colors, coatings, or groundwood content might not be recyclable in your existing office paper recycling program or might require changes to the program. Consider the effects of your paper purchases before deciding to purchase a specific paper.



Newsprint is a type of groundwood paper generally used to print newspapers. Recycled-content newsprint is usually manufactured from fiber recovered from old newspapers and magazines. The federal government uses newsprint for printing the *Federal Register*, *Congressional Record*, and other publications.

When purchasing newsprint, consider these helpful hints:

- Pay attention to newsprint's basis weight. Basis weight is the weight in pounds of a ream of paper cut to a specified size. Different weights hold up better in different presses. Recycled-content newsprint ranging from 25 to 32 pounds generally performs well. The U.S. Government Printing Office specifies 28 pound recycled-content newsprint.
- Consider your requirements for the newsprint you're buying. Recycled-content newsprint manufacturers are making products that meet their clients' performance requirements (e.g., printability, brightness, cleanliness, and opacity).
- Determine whether newsprint is recyclable in your existing recycling program. Some office paper recycling programs do not accept groundwood papers such as newsprint. Find out whether yours does before you buy newsprint.





Sanitary tissue products include bathroom and facial tissue, paper towels, napkins, and general-purpose industrial wipers. When purchasing these products:

- Avoid misconceptions about softness, absorbency, and strength. Some recycled-content sanitary tissue products are softer, stronger, and more absorbent than others. Consider your aesthetic and functional requirements for tissue products before purchasing a specific product.
- Remember to review your janitorial supply contracts because commercial tissue products are often purchased through contractors. Make sure your supply contracts specify recycled-content, not virgin, products.
- When changing brands, consider other factors that could influence your purchasing decision. For example, when switching from sheet to roll paper towels, you may incur costs to replace dispensers or fixtures if such costs are not borne by the supplier.



Paperboard and packaging is a broad category of paper products that includes corrugated containers, folding cartons, book and report covers, mailing tubes, video cassette boxes, paper bags, and wrapping paper. They can be manufactured with a wide variety of recovered fibers including old newspapers, old corrugated containers, mixed papers, and sorted white office paper. In fact, paperboard mills use more recovered fiber than any other segment of the paper industry.

When purchasing recycled-content paperboard and packaging:

- Remember that you can print on recycled boxes, not just on virgin, bleached boxes.
- Be aware that you can use recycled boxes in food applications and still meet Food and Drug Administration requirements.



Determine whether your existing recycling program includes newsprint and packaging.



How Do I Get More Information?



Information Available from EPA

This fact sheet and the following publications on buying recycled products are available in electronic format on the Internet at <http://www.epa.gov/epaoswer/non-hw/procure.htm>. Use Internet e-mail to order paper

copies of documents. Include the requestor's name and mailing address on all orders. Address e-mail to: rcra-docket@epamail.epa.gov. Text of the following *Federal Register* notices can be found at <http://www.epa.gov/fedrgstr/search.htm>. Search by specific day, by keywords, or by accessing the Government Printing Office database.

Paper copies also may be ordered by calling the RCRA Hotline. Callers within the Washington Metropolitan Area must dial 703 412-9810 or TDD 703 412-3323 (hearing impaired). Long-distance callers may call 800 424-9346 or TDD 800 553-7672. The RCRA Hotline operates weekdays, from 9 a.m. to 6 p.m., e.s.t.

- ❖ **Federal Register** notices establishing the CPG (60 FR 21370/EPA530-Z-95-006), May 1, 1995, the Paper Products RMAN (60 FR 26986/EPA530-Z-96-005), May 29, 1996, and the Paper Products RMAN II (63 FR 31214), June 8, 1998.
- ❖ **Availability of Uncoated Printing and Writing Papers Containing 30 Percent Postconsumer Fiber** (EPA530-R-98-006). This document lists U.S. paper manufacturers that use 30 percent postconsumer fiber to produce uncoated printing and writing papers, as stipulated in the Executive Order 12873.
- ❖ **EPA Expands Comprehensive Procurement Guideline** (EPA530-F-97-049). This four-page fact sheet provides general information about the CPG and the development of affirmative procurement programs.
- ❖ **Summary of Comments on the Proposed Paper Products RMAN** (EPA530-R-96-003) and **Final Paper Products RMAN—Response to Public Comments** (EPA530-R-96-004). These background documents to the May 1995 Paper Products RMAN summarize comments EPA received on the draft RMAN and EPA's response to those comments.

The following lists of recycled-content paper manufacturers are also available from EPA:

- ❖ **Mills Which Manufacture Printing and Writing Paper, Computer Paper, Office Paper, Envelopes, Bristols, and Coated Printing and Writing Papers Using Recovered Paper** (EPA530-B-97-008).
- ❖ **Mills That Produce Newsprint Containing Postconsumer Recovered Paper** (EPA530-B-97-010).

- ❖ **Mills That Produce Tissue Products Containing Recovered Paper** (EPA530-B-97-009).



Other Sources of Information

- ❖ **Executive Orders 12873 (October 30, 1993) and 12995 (March 28, 1996)**. Copies of these Presidential Executive Orders are available from the Executive Office of the President Publications Distribution Service at 202 395-7332.
- ❖ **U.S. General Services Administration (GSA)**. GSA's *Environmental Products Guide* is designed to help procurement officials identify environmentally preferable products and services. It contains more than 1,500 paper and paper products containing recovered materials. For a copy of the guide, contact GSA, Centralized Mailing List Service (7CPNL), 401 West Felix Street, P.O. Box 6477, Fort Worth, TX 76115. Phone: 817 334-5215. Fax: 817 334-5227.
- ❖ **U.S. Government Printing Office (GPO)**. GPO provides a variety of recycled-content paper products to federal agencies to meet their printing needs. For more information about the paper products available from GPO, contact Doris Reynolds, Printing Specialist, U.S. GPO, Paper and Materials Control Section, Stop POL, North Capitol and H Streets, NW., Washington, DC 20401. Phone: 202 512-0241.
- ❖ **The Official Recycled Products Guide**. This directory lists more than 5,000 manufacturers and distributors of recycled-content products. For more information, contact the Recycling Data Management Corp., P.O. Box 577, Ogdensburg, NY 13669. Phone: 800 267-0707.
- ❖ **Recycling at Work Campaign**. The Recycling at Work Campaign has published several guidebooks on setting up and promoting office buy-recycled and recycling programs. For more information, contact the Recycling at Work Campaign, 1620 Eye Street, NW., Sixth Floor, Washington, DC 20006. Phone: 202 293-7330. Fax: 202 429-0422.
- ❖ **Jaakko Poyry Recycled Gradefinder**. This biannual publication provides a comprehensive, up-to-date directory of almost 1,000 brands of recycled-content paper. Entries include brand name, manufacturer, grade, postconsumer content, brightness, and basis weights. A one-year subscription costs \$90. To order, contact Ronni Schram, Jaakko Poyry Consulting, Inc., 580 White Plains Road, Tarrytown, NY 10591-5183. Phone: 800 872-5792, Ext. 325. Fax: 914 332-4411.

In addition, contact your state solid waste agency for information about local and regional businesses that produce or distribute recycled-content paper products.



United States
Environmental Protection Agency
401 M Street, SW. (5306W)
Washington, DC 20460

Official Business
Penalty for Private Use
\$300